

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

WASTEWATER SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional wastewater specialists, completing or overseeing a variety of assignments to provide technical advice and training for the operators of municipal and industrial wastewater treatment plants, and to provide certification of competency for those operators in the State of Michigan.

There are two classifications in this job.

Position Code Title – Wastewater Specialist-E

Wastewater Specialist P11

This is the experienced level. The employee performs a full range of professional wastewater specialist assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Wastewater Specialist-A

Wastewater Specialist 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides advice to municipal and industrial wastewater treatment plant operators on the surveillance and monitoring of wastewater.

Provides advice on the treatment of wastes in municipal and industrial treatment works to wastewater treatment personnel and to department staff.

Suggests the most effective and economical treatment methods based on facilities and conditions.

Interprets laboratory and operational data from wastewater treatment processes.

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Participates in the certification of wastewater treatment plant operators, including preparing and grading of examinations.

Participates in wastewater treatment training program.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Job Duties

Wastewater Specialist 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Wastewater Specialist 12 (Senior Worker)

Performs on a regular basis professional wastewater specialist assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the analysis of water and sewage.

Knowledge of water sanitation principles and methods.

Knowledge of the operation of equipment used to measure sewage and industrial wastewater.

Knowledge of the operation of municipal, industrial and commercial wastewater treatment facilities.

Knowledge of the problems involved in the treatment and disposal of sewage and industrial wastewater.

Knowledge of the latest technology about wastewater treatment facilities.

Knowledge of state and federal laws pertaining to wastewater treatment.

Ability to prepare training materials and present them.

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Ability to make diagnostic evaluations of waste treatment facilities and prepare reports.

Ability to observe critically and evaluate findings.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Wastewater Specialist 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

None.

Education

Possession of a bachelor's degree in engineering or the physical, biological, or sanitary sciences.

Experience

Wastewater Specialist P11

Four years of experience in the operation and maintenance of a Class A or B municipal wastewater treatment plant, two years of which shall have been in a position of major operational responsibility.

Wastewater Specialist 12

Four years of experience in the operation and maintenance of a Class A or B municipal wastewater treatment plant, two years of which shall have been in a position of major operational responsibility with one year of experience providing technical advice and training for the operators of municipal wastewater treatment plants in the State of Michigan equivalent to a Wastewater Specialist P11.

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Alternate Education and Experience

Wastewater Specialist P11

Two years of college with three courses (9 semester or 14 term credits) in each of the following areas: science, engineering, and administration; and six years of experience in the operation and maintenance of a Class A or B municipal wastewater treatment plant, two years of which shall have been in a position of major operational responsibility.

Three courses (nine semester or 14 term credits) in science, engineering, and administration and eight years of experience in the operation and maintenance of a Class A or B municipal wastewater treatment plant, two years of which shall have been in a position of major operational responsibility.

Wastewater Specialist 12

Two years of college with three courses (9 semester or 14 term credits) in each of the following areas: science, engineering, and administration; and six years of experience in the operation and maintenance of a Class A or B municipal wastewater treatment plant, two years of which shall have been in a position of major operational responsibility, with one year of experience providing technical advice and training for the operators of municipal wastewater treatment plants in the State of Michigan equivalent to a Wastewater Specialist P11.

Three courses (nine semester or 14 term credits) in science, engineering, and administration; and eight years of experience in the operation and maintenance of a Class A or B municipal wastewater treatment plant, two years of which shall have been in a position of major operational responsibility, with one year of experience providing technical advice and training for the operators of municipal wastewater treatment plants in the State of Michigan equivalent to a Wastewater Specialist P11.

Special Requirements, Licenses, and Certifications

Possession of a Class A certificate for the operation of a municipal wastewater treatment plant in Michigan is required at the time of appointment.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

WASWTRSPL

Job Code Description

Wastewater Specialist

Position Title

Wastewater Specialist-E

Wastewater Specialist-A

Position Code

WASTSPLE

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Pay Schedule

H21-007

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